



CITY OF HOUSTON

Job Posting

1	Applications accepted from:	ALL PERSONS INTERESTED
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3	Job Classification	AUTOMOTIVE SERVICE WRITER
4	Posting Number	PN #109380
5	Department	HOUSTON POLICE
6	Division	FLEET MANAGEMENT
7	Section	N/A
8	Reporting Location	50 RIESNER, CENTRAL GARAGE WAREHOUSE *
	Workdays & Hours	MONDAY – FRIDAY, 7:00 A.M. – 3:00 P.M.*
		*Subject to change
9	<u>DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS</u> Handles work data in gems 2000, posts employee times, parts and commercial charges. Completes and closes work orders when repairs are complete. Update vehicle information – warranty, outside repairs, or adding task to work orders and adding accurate notes to history for future reference. Answers telephone and other questions with professional etiquette. Initiative and judgement maintain correct labor guide time. Responsible for parts and equipment inventory accuracy and accountability.	
10	<u>WORKING CONDITIONS</u> There are routine discomforts from exposure to moderate heat, cold, moisture/wetness and unpleasant air conditions. The position may involve routine exposure to soiled materials and light chemical substances such as gasoline and motor oil.	
11	<u>MINIMUM EDUCATIONAL REQUIREMENTS</u> Requires a high school diploma or GED. A certificate in Automotive Technology, acquired through 18 months of education or training, may substitute for the experience requirement.	
12	<u>MINIMUM EXPERIENCE REQUIREMENTS</u> Two years of experience in the field of automotive repair are required.	
13	<u>MINIMUM LICENSE REQUIREMENTS</u> Must have a valid Texas Class “C” driver’s license and be in compliance with the City of Houston’s policy on driving. (AP 2-2).	
14	<u>PREFERENCES</u> None.	
15	<u>SELECTION/SKILLS TESTS REQUIRED</u> None.	
16	<u>SAFETY IMPACT POSITION</u> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.	
17	<u>SALARY INFORMATION</u> Factors used in determining the salary offered include the candidate’s qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is: Salary Range - Pay Grade 15 \$901.00 - \$1,270.00 Biweekly \$23,426.00 - \$33,020.00 Annually	
18	<u>OPENING DATE</u>	March 15, 2006
19	<u>CLOSING DATE</u>	March 21, 2006
20	<u>APPLICATION PROCEDURES</u> Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1 st Floor. Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 308-1300. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided. An equal opportunity employer	